Identifying and Deleting Duplicate Non-deployed Tests in Blackboard

Occasionally during the Export/Import process, tests are duplicated. To reduce confusion in future online courses, it is best to delete duplicate, non-deployed tests. Be sure to not delete deployed tests as they are associated with columns in the grade book and the tests you utilize in your course.

In your Blackboard course,
Control Panel > Course Tools > Tests, Surveys, and Pools

Click Tests
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On this page, you can identify what tests have not been deployed in the course by checking the “Deployed” column. If the test is not being used, the Deployed column will be No.

To delete a non-deployed test, click on the drop down icon next to the Name and select Delete.

You will be prompted to confirm the deletion.